



WASHOE COUNTY

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Finance JM
DA ✓
Risk Mgt. JE
HR JM
Other JM

STAFF REPORT BOARD MEETING DATE: June 23, 2015

DATE: June 3, 2015
TO: Board of County Commissioners
FROM: John Listinsky, Director of HR/Labor Relations
328-2089, jlistinsky@washoecounty.us
THROUGH: Joey Orduna Hastings, Assistant County Manager
328-2000, jhastings@washoecounty.us
SUBJECT: Recommendation to approve the reclassification requests of a Building System Controls Specialist, pay grade M, to a Building Operations Project Manager, pay grade M (Community Services), and a Senior Public Services Librarian, pay grade Q, to an Assistant Library Director, pay grade R (Library) as evaluated by the Job Evaluation Committee. Net annual cost is estimated at \$7,858. (All Commission Districts)

SUMMARY

Recommendation to approve the reclassification requests of a Building System Controls Specialist, pay grade M, to a Building Operations Project Manager, pay grade M (Community Services), and a Senior Public Services Librarian, pay grade Q, to an Assistant Library Director, pay grade R (Library) as evaluated by the Job Evaluation Committee. Net annual cost is estimated at \$7,858.

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

Periodically, the Board approves reclassifications as necessary during the fiscal year to support department reorganizations and realignment of resources to improve efficiency and effectiveness.

The Job Evaluation Committee (JEC) meets at least once a month to evaluate new positions and reclassification requests from departments within the County. Appeals and management level requests are sent to the HAY Group for review and evaluation.

On June 9, 2015, the Board approved the conversion of the Guardian Case Manager job classification to a flexibly staffed series consisting of a Guardian Case Manager II, I and Trainee, as well as the elimination of several unused or obsolete job classifications.

On April 28, 2015 the Board approved both new and reclassification requests submitted and evaluated by the JEC during the FY 15/16 annual budget process.

AGENDA ITEM #

5C

On March 24, 2015, the Board approved reclassifications of an Engineering Services Technician to an Environmental Engineer II (Community Services) and a Licensed Practical Nurse to a Public Health Nurse II (Senior Services).

BACKGROUND

Washoe County Code 5.098 (4) provides that all recommendations made by the Job Evaluation Committee for the creation of a new classification, reclassification, abolishment of an existing classification, consolidation of classifications, alternation of existing classifications, or where there is a fiscal impact, must be forwarded to the Board of County Commissioners for final action.

Reclassification of Existing Positions:

Department	Current Job Class	Recommended Job Classes	Annual Cost
Community Services	Building System Controls Specialist, pay grade M (\$26.15 - \$34.00)	Building Operations Project Manager, pay grade M (\$26.15 - \$34.00)	\$0
Library	Sr. Public Services Librarian, pay grade Q (\$33.05 - \$42.94)	Assistant Library Director, pay grade R (\$35.32 - \$45.91)	\$7,858

Community Services

Historically, the Capital Projects division has managed most of the projects for the Facility Management division. With a decrease in staffing levels and a need for the Capital Projects division to focus resources on true capital projects (greater than \$100,000), Facility Management is requesting the reclassification of an existing position to manage all the non-capital projects from start to finish, which will enable them to provide a higher level of customer service to departments.

Library

Assigning consistent oversight and direct supervision of the managing librarians and library operations to the Assistant Library Director will result not only in a more efficient workflow with higher productivity, but will ensure defensible hiring practices and procedures are carefully followed. Additionally, continuous improvement will be implemented throughout the Library System, ensuring quality library services are provided at each library location and allowing citizens to enjoy a positive library experience regardless of which library they visit.

FISCAL IMPACT

There is no fiscal impact associated with the reclassification of the Building Operations Project Manager as both the existing and requested classifications are the same pay grade. The reclassification of the Assistant Library Director will result in an estimated annual cost of \$7,858 which will be absorbed within the Library's existing FY 14/15 budget.

RECOMMENDATION

Recommendation to approve the reclassification requests of a Building System Controls Specialist, pay grade M, to a Building Operations Project Manager, pay grade M (Community Services), and a Senior Public Services Librarian, pay grade Q, to an

Assistant Library Director, pay grade R (Library) as evaluated by the Job Evaluation Committee. Net annual cost is estimated at \$7,858.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve the reclassification requests of a Building System Controls Specialist, pay grade M, to a Building Operations Project Manager, pay grade M (Community Services), and a Senior Public Services Librarian, pay grade Q, to an Assistant Library Director, pay grade R (Library) as evaluated by the Job Evaluation Committee. Net annual cost is estimated at \$7,858.